

**CENTRAL CONNECTICUT STATE UNIVERSITY
JOB OPPORTUNITY
ADMINISTRATIVE ASSISTANT**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees / Candidates on a current Administrative Assistant exam list (see Eligibility Requirements)

Location: Student Wellness Services

Job Posting No: C14-036

Hours: Monday through Friday, 8 A.M. to 5 P.M. with a 1 hour meal period (40 hours per week)

Salary: \$50,838 to \$65,788 Annually

Closing Date: December 12, 2013

Student Wellness Services is a very active, energetic department. The Administrative Assistant is responsible for the full range of administrative support duties for the Director of Student Wellness Services and serves as the department's first point of contact for students, faculty, staff, and vendors. Duties will include: managing office, staff and student workers; budgeting, processing purchases and payments, reconciling purchases/invoices, scheduling appointments and managing schedules, and assisting in the development of departmental policies. Individual must be familiar with Microsoft Office, email features, and calendaring; have the desire to learn and be part of a team, as well as have a high level of organizational, communication, and leadership skills; professional, dependable, flexible, and enjoy working with students, faculty, staff, and outside community and vendors. Individuals with prior work experience in a medical or counseling office preferred.

Eligibility Requirements: Candidates must have applied for and passed the Administrative Assistant exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Knowledge, Skills and Abilities: Considerable knowledge of office administration and management; considerable knowledge of department and/or unit policies and procedures; considerable knowledge of proper grammar, punctuation and spelling; considerable knowledge of business communications; knowledge of business math; considerable interpersonal skills; ability to operate office equipment which includes personal computers and other electronic equipment; ability to operate office suite software; ability to take notes (shorthand, speedwriting or other method acceptable to manager.)

General Experience: Four (4) years' experience above the routine clerk level in office support or secretarial work.

Special Experience: One year of the General Experience must have been as a Secretary 2 or its equivalent.

Substitution Allowed: College training in the secretarial sciences may be substituted for the General Experience on the basis of 15 semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit: **1)** a cover letter specifying this posting (C14-036); **2)** a completed State application (**CT-HR-12 – available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf** and **3)** the names, titles and phone numbers of two current professional references. **Application packages will not be considered without these documents. Applications must be postmarked by December 12, 2013. Faxes will not be accepted. Send cover letter, application and references to:**

**Human Resources
Davidson Hall – Room 119
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050**

(Telephone: 860-832-1756)

All candidates for employment at Central CT State University are subject to a pre-employment background investigation, including criminal background check, federal sanctions, and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity and affirmative action employer. Members of all underrepresented groups, women, veterans and persons with disabilities are invited and encouraged to apply.